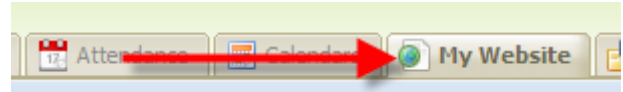


Creating a Website in OnCourse

1. Open Internet and log into OnCourse at <https://dcps.oucoursesystems.com>

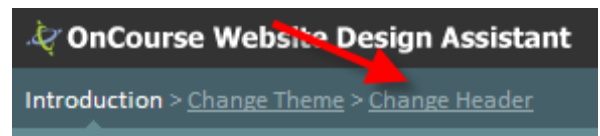
2. Click on the "My Website" tab at the top



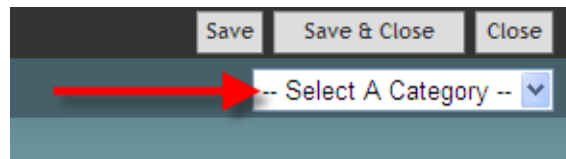
3. Click on "Design Assistant"



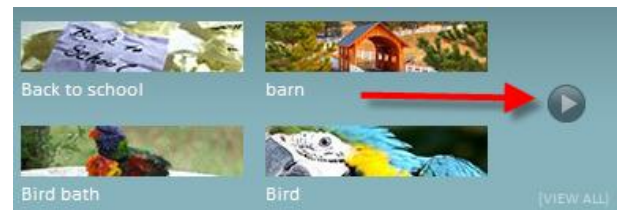
4. Click on "Change Header" at the top left.



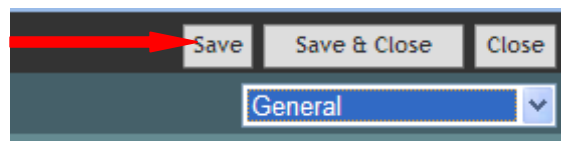
5. Select a category at the top right



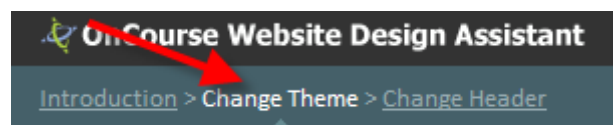
6. Use the arrow to scroll through the options.
You can click on each one to get a preview.



7. Once you have chosen and clicked the header you like, click "save" at the top right.



8. At the top left click on "Change Theme"



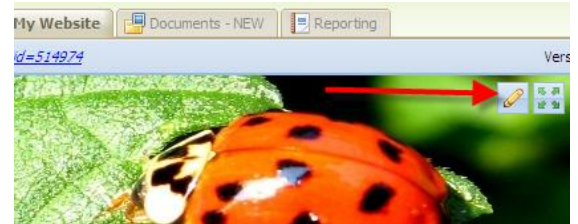
9. Use the arrow to scroll through the options.
You can click on each one to get a preview.



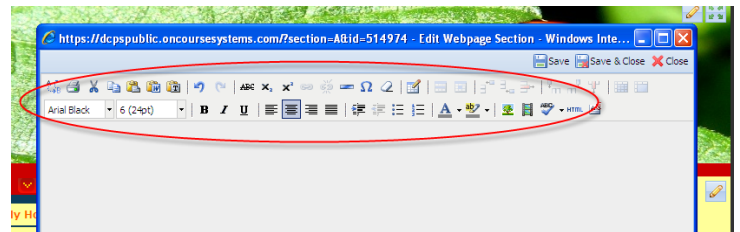
10. Once you have chosen and clicked the theme you like, click “Save & Close” at the top right.



11. To edit each section, use the pencil icon. Click the pencil in the header to add text to the header.



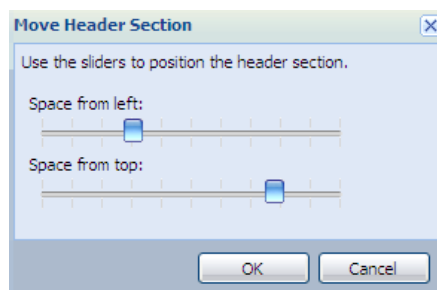
12. In this window, type just as you would in a Word document, using the tools at the top to change size, font, color, etc. Tip: It's best to type your information first then highlight it all and change your font, size, etc



13. Once you have all the information you want click “Save & Close”



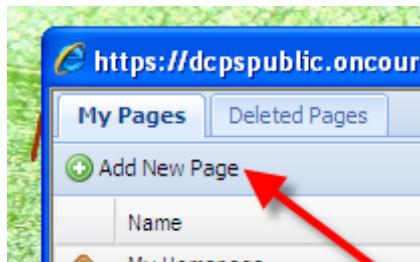
14. Use the icon with the arrows to change the position of your text on your header.



15. Click on the pencil next to the main menu to add pages to your website.



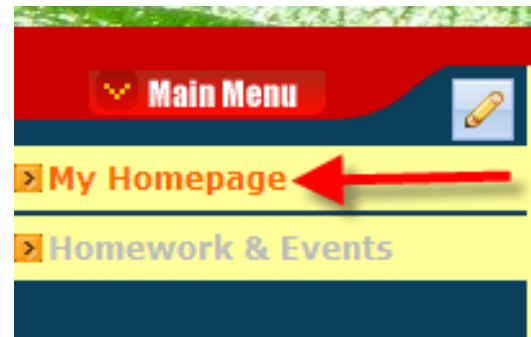
16. Click add new page.



17. Type the title of the page you want to add, add the website link either by typing it in (including the http://) or by copying and pasting the link from the actual site, click “Published” and “Save Page”. If you want to add a page that you create, rather than linking to an outside website (daily schedule, homework tips, reading lists), simply leave the “website Link” blank.

A screenshot of a web form titled 'Add New Page'. The form has a light blue header. Below the header, there are four input fields: 'Name:', 'Website Link:', 'Page Views:', and a checkbox labeled 'Published'. The 'Name:' field is empty, and a red arrow points to it. The 'Website Link:' field is empty, and a red arrow points to it. The 'Page Views:' field contains the number '0'. The 'Published' checkbox is unchecked, and a red arrow points to it. At the bottom of the form, there is a button labeled 'Save Page', and a red arrow points to it.

18. To add information to “My Homepage” and any other page that you are creating (daily schedule, reading tips, homework help, etc) click on the page in the menu bar.



19. Click on the pencil in the main area where your information (text, picture, tables, etc) will go and edit just the same as you did for the header. Remember, type just as you would in a Word document, using the tools at the top to change size, font, color, etc. Tip: It's best to type your information first then highlight it all and change your font, size, etc



20. Always remember to “Save & Close” rather than clicking the X to close out.

